



DEPARTMENT OF BUDGET & MANAGEMENT
Capital Budget Information System (C.B.I.S.)
PART I - DBM FUNDING REQUEST SUMMARY FOR
GRANT AND LOAN PROGRAMS - REC COMMENTS

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Agency: Maryland State Library Agency
Sub-Agency:
Institution:
Program Title: Public Library Capital Grant Program

FOR EXAMPLE PURPOSES ONLY - DATES DO NOT REFLECT ACTUAL PROJECT

Summarizes fiscal year program request

Program Description

The Public Library Capital Grant Program provides grants to public libraries to acquire land and to design, construct, expand, renovate, and equip public library facilities. Specific projects are selected by a review committee of public library directors or associate directors and a library trustee representing various regions of the State. These grants are contingent upon review and approval by the State Library Board. Grants may not exceed the eligible capital cost of the project, with a maximum State share ranging from 50 to 90 percent based on taxable wealth per capita, and must be allocated according to criteria outlined in the Education Article, Section 23-509. If requests for State funding exceed \$5,000,000, awards may be reduced to ensure geographic diversity in the distribution of grant funds. **The FY 2023 budget includes funding for five projects in five jurisdictions.**

Agency's Current Capital Improvement Request

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
GO	7,350,000	5,000,000	5,000,000	5,000,000	5,000,000
TOTAL:	7,350,000	5,000,000	5,000,000	5,000,000	5,000,000

Last Year's Capital Improvement Program

	FY 2023	FY 2024	FY 2025	FY 2026
GO	5,000,000	5,000,000	5,000,000	5,000,000
GF	0	0	0	0
SF	0	0	0	0
FF	0	0	0	0
RB	0	0	0	0
NB	0	0	0	0
TOTAL:	5,000,000	5,000,000	5,000,000	5,000,000

Recommended Capital Improvement Program

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
GO	7,300,000	5,000,000	5,000,000	5,000,000	5,000,000
GF	0	0	0	0	0
SF	0	0	0	0	0
FF	0	0	0	0	0
RB	0	0	0	0	0
NB	0	0	0	0	0
TOTAL:	7,300,000	5,000,000	5,000,000	5,000,000	5,000,000

CIP Difference

The request is equal to total of individual projects listed in Part IV

FY 2023 Planned: \$5,000,000 in GO Bonds. The FY 2023 recommendation of \$7,300,000 is \$2,300,000 higher than planned because it includes supplemental funding for the new Riviera Beach Library that has increased in cost since last year.

Prior Appropriations

First note the difference between the request and planned amount, and then clearly explain why the request is different from the planned amount

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	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
GO	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
GF	0	0	0	0	0
SF	0	0	0	0	0
FF	0	0	0	0	0
RB	0	0	0	0	0
NB	0	0	0	0	0
TOTAL:	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000

Prior Program Activity Using Funds from All Sources

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	(MO/YR)
Encumbrances	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	07/21
Expenditures	5,939,834	5,427,586	6,020,475	5,909,722	535,701	07/21

Past & Current Year Activity

Encumbrances and Expenditure Summary by Year of Capital Authorization

This is how much you encumbered and expended in each of these fiscal years, regardless of the year the funds were authorized

Fiscal Year	Amount		To Be Encumbered	To Be Expended
	Total Authorized	Encumbered		
All Prior Years	35,025,000	35,025,000	0	37,090
FY2018	5,000,000	5,000,000	0	0
FY2019	5,000,000	5,000,000	0	300,000
FY2020	5,000,000	5,000,000	0	1,007,421
FY2021	5,000,000	5,000,000	0	3,050,000
Sub-Total	55,025,000	55,025,000	0	4,394,511
FY2022	5,000,000	5,000,000	0	4,993,250
Total:	60,025,000	60,025,000	0	9,387,761

Planned Activity for Current Fiscal Year

This is how much you have encumbered and expended of each year's appropriation, regardless of the year the funds were encumbered/expended

Beginning balance matches "To Be Encumbered" subtotal

Prior fiscal year allocation

Matches the total in the Part II "Current Year Planned Activity" List (pg. 5)

Beginning Balance	0
Revenue	
GO/GF Appropriation	5,000,000
Other Funding	0
Total Revenue	5,000,000
Total Available	5,000,000
Expenses	
Encumbrances	5,000,000
Operating Costs	0
Total Expenses	5,000,000
Total Available for Next Fiscal Year	0

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The program's overall supporting comments explain the purpose and background of the program and provide a brief overview of each requested project.

Recommendation Comments

FUND: The Department of Budget and Management recommends providing \$7,300,000 in GO Bonds in FY 2023 to the Maryland State Library Agency for the Public Library Capital Grant Program. Five projects in five counties are recommended for funding this grant cycle. The projects address a broad array of capital issues including new library construction; library expansion and renovations; ADA accessibility; HVAC replacement; energy efficiency modifications and green building features; security enhancements; and the addition of computer training labs, meeting rooms, and dedicated space for teens and children. State law mandates that the Governor include \$5,000,000 for this program in either the capital or operating budget. The following projects are included in the FY 2023 budget:

← summarize program goal →

Allegany County - LaVale Renovation and Expansion - \$1,800,000: Renovate and expand the existing 8,720 GSF LaVale Library constructed in 1975. When finished, the project will double the size of the current building and result in a fully updated 18,500 NASF/20,000 GSF facility that will become the new hub of the Library System. The project will reconfigure the lobby, create ADA compliant restrooms, increase the number of service points, make collections easier to browse, double meeting room capacity from 45 to 90, increase the staff workroom from 1,000 to 4,000 NASF, and replace and upgrade all mechanical systems. With the exception of a roof replacement completed 15 years ago, the facility's infrastructure is more than 41 years old and woefully outdated.

Anne Arundel County - New Riviera Beach Library - \$2,500,000: Construct a new 13,000 NASF/20,000 GSF facility on the existing site of the 10,500 GSF Riviera Beach Library. The new building will be closer to Maryland Route 173 to increase visibility, and will provide much more room for staff, programming, and collections. The building was opened in 1971, has had no major renovations, and is using the original HVAC system. The library has encapsulated asbestos, so renovating the existing structure is not an option. The FY 2023 recommendation includes \$2,300,000 in supplemental funding to address a cost increase due to higher than anticipated construction market inflation.

Frederick County - New Middletown Library - \$300,000: Construct a new 14,000 NASF/15,000 GSF library facility in Middletown to replace a vastly undersized 2,917 square foot building constructed in 1991. The new library will be within walking distance to all area public schools and adjacent to a new single family home subdivision with 81 residences. Considerable support for the project has been given by both the County and the Town.

Montgomery County - Chevy Chase Library Renovation - \$200,000: Renovate the 13,656 GSF "shell and core" of the Chevy Chase Library. The building was constructed in 1965 and has not had a major renovation since 1992. Project components consist of the following: a) upgrade of the electrical system; b) upgrade of the HVAC system; c) repairs to the roof, windows and gutter; and d) improvements to make the facility ADA compliant.

Queen Anne's County - Kent Island Library Renovation and Expansion - \$2,500,000: Expand and renovate the existing 10,104 GSF Kent Island Library to 19,687 NASF/21,280 GSF. Since the facility opened in 1989, the population of the service area has increased by 44 percent, with projected growth of 25 percent through 2035. The current facility is too small to support the needs of the community and has insufficient programming, materials, and meeting space.

This is the fourteenth year that State assistance has been available to public libraries in Maryland. Library space planning guidelines suggest that one GSF per capita is the minimum required to serve the community effectively. In Maryland, the average public library space available to serve the State's residents is 0.6 GSF per capita. Program goals include geographic diversity in grant distribution and stimulating local support for public library development. Over the past thirteen years, \$60,025,000 has been authorized to assist public library projects in 23 counties, leveraging more than \$350,000,000 in local matching funds.

The General Assembly passed legislation to enact a wealth-based cost share for the County Library Capital Project Grant Program effective June 1, 2014. This changed the maximum State share of funding from a constant 50 percent to a range: 50 to 90 percent for library capital projects. Every library system is required to provide a match of at least ten percent, in keeping with the Legislative intent of the program to encourage local support of the development of public library facilities. The maximum State share of funding is based on the Public Library State Aid Formula, developed annually, and is adjusted for county wealth and based on a per capita distribution. The implementation of the revised match reduced the required local match for State funded Library Capital Projects in 12 of the State's 24 library systems and increased the amount of State capital funds requested by and allocated to the State's less affluent counties. However, when requests exceed available

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funds, the State share may be reduced. This change did not impact the annual level of State funding mandated (\$5,000,000) for the program.

Attachment(s): 0



DEPARTMENT OF BUDGET & MANAGEMENT
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PART II - SUMMARY OF PROPOSED USE OF AVAILABLE FUNDS FOR CURRENT FISCAL YEAR

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PROPOSED USE OF AVAILABLE FUNDS FOR CURRENT FISCAL YEAR

Subdivision	LD	Project Title	Estimated Cost	Prior Auth	Type (ACPE)	STATE FUNDING				Total State Share (%)
						FY 2022 Amount	Type (ACPE)	Future Request	Type (ACPE)	
Allegany	1B	LaVale Library Renovation and Expansion	5,200,000	-	-	360,000	P	4,320,000	CE	90.0
Anne Arundel	31B	New Riviera Beach Library	10,899,000	-	-	200,000	PC	1,000,000	C	11.0
Baltimore Co.	12	Catonsville Library Renovation	5,000,000	-	-	1,100,000	PCE	1,900,000	C	60.0
Calvert	27B	New Twin Beaches Library	7,777,000	-	-	300,000	P	2,550,000	CE	36.6
Carroll	5	Westminster Library Renovation	4,048,000	1,187,000	PC	800,000	CE	-	-	49.1
Cecil	35A	New North East Library	20,897,000	2,424,000	APC	1,000,000	CE	1,980,000	CE	25.9
Harford	7	Abingdon Library HVAC Replacement	230,000	-	-	120,000	C	-	-	52.2
Queen Anne's	36	Kent Island Library Renovation and Expansion	7,822,000	325,000	P	1,000,000	C	500,000	CE	23.3
Worcester	38A	Pokomoke Library Renovation and Expansion	2,750,000	-	-	120,000	P	1,250,000	CE	49.8
TOTALS			64,623,000	3,936,000		5,000,000		13,500,000		

This total (Part II - project list) matches the Total Expenses in the "Planned Activity for Current Fiscal Year" chart in Part I (pg. 2)



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**PART IV - SUMMARY OF DBM RECOMMENDED
 PROJECTS FOR CAPITAL GRANT AND LOAN PROGRAM**

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Program Title Public Library Capital Grant Program

PROJECTS INCLUDED IN FY 2023 RECOMMENDATION

Subdivision	LD	Project Title	Priority	Estimated Cost	STATE FUNDING						
					Prior Auth	Type (ACPE)	FY 2023 Amount	Type (ACPE)	Future Request	Type (ACPE)	Total State Share (%)
Allegany	1B	LaVale Library Renovation and Expansion	1	4,500,000	360,000	P	1,800,000	C	1,890,000	CE	90.0
Anne Arundel	31B	New Riviera Beach Library	5	17,451,000	200,000	PC	2,500,000	C	490,000	E	18.3
Frederick	4	New Middletown Library	2	8,587,000	-		300,000	P	1,075,000	CE	16.0
Montgomery	18	Chevy Chase Library Renovation	4	1,673,000	-		200,000	PC	-		12.0
Queen Anne's	36	Kent Island Library Renovation and Expansion	3	9,903,000	1,325,000	PC	2,500,000	C	1,000,000	CE	48.7
TOTALS				42,114,000	1,885,000		7,300,000		4,455,000		

↑
 Matches total allocation in Part I



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**PART IVA - PROJECT DETAIL - DETAIL OF RECOMMENDED
 PROJECTS FOR CAPITAL GRANT AND LOAN PROGRAM**

Program Title: Public Library Capital Grant Program
Subdivision: Allegany
Project Title: LaVale Library Renovation and Expansion

Project descriptions should start with the verb to be undertaken

Project Description:

Renovate and expand the existing 8,720 GSF LaVale Library constructed in 1975. When finished, the project will double the size of the current building and result in a fully updated 18,500 NSF/20,000 GSF facility that will become the new hub of the Library System. The project will reconfigure the lobby, create ADA compliant restrooms, increase the number of service points, make collections easier to browse, double meeting room capacity from 45 to 90, increase the staff workroom from 1,000 to 4,000 NASF, and replace and upgrade all mechanical systems. With the exception of a roof replacement completed 16 years ago, the facility's infrastructure is more than 40 years old and outdated. **The FY 2023 budget includes funding to begin the construction of an addition and the renovation of the existing facility.**

The last sentence of the description describes what the fiscal year funding will be used for.

Recommended Amount: 1,800,000 (C) **Agency Priority:** 1

Estimated Cost of Project:

	Prior Appropriation	Current Request	Recommended Amount	Future Request	Total
Planning	400,000	0	0	0	400,000
Construction	0	2,000,000	2,000,000	1,800,000	3,800,000
Equipment	0	0	0	300,000	300,000
TOTAL	400,000	2,000,000	2,000,000	2,100,000	4,500,000
State 90.00 %	360,000	1,800,000	1,800,000	1,890,000	4,050,000
Match 10.00 %	40,000	200,000	200,000	210,000	450,000

Source(s) of Matching Funds	Amount
Allegany County	450,000

NSF: 18,500 **GSF:** 20,000 **Efficiency Factor:** 92.5 % **Cost Per GSF:** \$200

Program Status: N/A

Proposed Schedule

Begin Design: 07/2021 **Begin Construction:** 07/2022
Complete Design: 04/2022 **Complete Construction:** 01/2024

Project schedule indicates funds will be used in requested fiscal year

Proposed NSF

Area	Net Square Footage
TOTAL:	_____

Comments and Recommendations:

The Department of Budget and Management recommends providing \$1,800,000 in GO Bonds in FY 2023 to the Maryland State Library Agency for the purpose of renovating and expanding the existing 8,720 GSF

Program Title: Public Library Capital Grant Program
Subdivision: Allegany
Project Title: LaVale Library Renovation and Expansion

LaVale Library, originally constructed in 1975. With the exception of a roof replacement 16 years ago, the facility's infrastructure is more than 40 years old and outdated. When finished, the project will nearly triple the size of the existing building and result in a fully updated 18,500 NASF/20,000 GSF facility that will become the new hub of the Allegany County Library System. The library system serves a county population of just over 72,000 from six facilities with a combined square footage of 48,000, or just 66 percent of the recommended space. State guidelines suggest a minimum of one GSF per capita is necessary to provide adequate library service. Similarly, the library system only offers 50 percent of the recommended materials. The expansion of the LaVale Library will allow the system to move closer to State guidelines and dramatically enhance library service.

References guidelines and standards to justify the project

A 2017 Countywide Facilities Master Plan completed by HBM Architects recommended the first priority is to renovate and expand the LaVale Library. HBM's research showed that across the system, the LaVale Branch had the greatest circulation and highest circulation per square foot. The library experienced a 104 percent increase in new borrowers between FY 2015 and FY 2017, a 15 percent increase in program attendance since FY 2013, and an 83 percent increase in hours of computer usage since FY 2013.

Quantitative data

The LaVale Library is ideally located off of Interstate 68, within the highest concentration of retail space in Allegany County. The library is 2.5 miles from the county's only indoor shopping mall and only WalMart. The library is located adjacent to over 20 locally owned and national chain restaurants. According to Maryland State Highway Administration data, over 13,260 vehicles pass by the library every day. A five mile radius surrounding the LaVale Library address shows a service population of 45,306 in 2017, more than 60 percent of Allegany County's total population. Within that service area are nearly all of Allegany County's population centers, including Cumberland, Frostburg, Cresaptown, Corrigansville, and Mt. Savage. LaVale is the crossroads where all of Allegany County shops, eats, and plays.

Data to support the need for project

The LaVale area has 18,164 households and 10,893 families. It also encompasses seven of the 14 elementary schools, two of the four middle schools, and all four of the high schools in the county for a total of 5,677 of the 8,702 (65 percent) of public K-12 school students. Within 1.5 miles of the library are four public parks which are used year round. The median annual family income within the library's service area is \$61,112 and the community is 86 percent white, ten percent black, and 1.7 percent hispanic. Forty percent of the community has attained a high school diploma and 9.5 percent have a bachelor's degree. The median age in the area is 45 years old, and 53 percent of individuals are over 55 years of age.

The existing library is on a 4.9 acre site owned by Allegany County, a property large enough to accommodate the expansion of the library and additional parking. When the project is finished, the site and library will be pivotal to activities in the area's schools, green spaces, and households.

While Allegany County elected officials are supportive of the library system and this project, the reality is that for 17 years the Allegany County Library System had the second lowest per capita funding among Maryland public libraries due to the limited wealth of the County. This project will not be possible without the full State share (90 percent) allowed by the General Assembly's wealth-based cost sharing formula. FY 2022 funding was used for design, and one additional request will be submitted in FY 2024 to complete construction. Construction and equipping are estimated to take 18 months and cost \$4,100,000. While renovation and expansion are in progress at the branch, library operations will be temporarily relocated to a temporary facility in the LaVale area.

Insufficient Space

The 31 parking spaces available at the LaVale branch do not accommodate the 200 visitors per day, including 1,200 weekly visits to library programs. As a result, the library regularly receives complaints from its neighbors about parking and many patrons turn away from their intended visit when they see the full lot.

Program Title: Public Library Capital Grant Program
Subdivision: Allegany
Project Title: LaVale Library Renovation and Expansion

Library programs are in high demand, and as a result the meeting room is in use during 75 percent of the library's open hours. The 962 NASF meeting room only has capacity of 45 people, although many programs have attendances of more than 45 patrons. Lack of space prevents additional programming; there is no programming space reserved for children or teens, and library programming often overflows into general library space.

The primary spaces in the library are made up of tall shelves of books which limit connecting and browsing; remaining spaces shoehorn in computers, study space, casual seating, magazines, cabinets for music and movies, and a service desk. Study and work space has been sacrificed in favor of stack space, as the branch is too small to house, display, and circulate its collections. The 1,000 NASF staff workroom for three branch staff and three tech processing employees is too small. Tech processing does not have space for unpacking boxes, nor for sorting, which creates a backlog of work. Crowding in the workroom is amplified by the fact that it also doubles as a storage space for supplies and, occasionally, as a programming space.

Functional Inadequacy of Space

Patrons are challenged by the layout of a book warehouse containing tall shelving. The interior has poor sight lines, with dark areas due to the height of the shelves and low ceilings. The electrical and HVAC systems have reached their capacity; a lack of outlets causes users to cluster in limited areas and crowd work and reading areas by moving chairs and tables. Exterior windows do not open, and there is little natural light or exterior air. All windows are original to the building and inadequately insulated. The air conditioning system has developed a refrigerant leak which necessitates two recharges per summer, at \$1,400 per recharge. The inadequate water and sewer service prevent the installation of commercial plumbing fixtures and have caused over a half dozen backups in the past two years. The building does not have a fire suppression system, nor does the fire alarm system meet current ADA standards. The building's site, sidewalks, and entrances do not meet ADA requirements, and the restrooms within the library do not comply with current building codes or ADA standards. Additionally, water runoff from the roof is channeled directly onto the main entry.

Outcomes

The project will result in larger programming spaces, expanded collections, increased access to technology, and larger work spaces. It will reconfigure the lobby, create ADA compliant restrooms, increase the number of service points, make collections easier to browse, double meeting room capacity from 45 to 90, increase the staff workroom from 1,000 NASF to 4,000 NASF, and replace and upgrade all mechanical systems. The number of computers available for use by the community will double. These changes will increase the library's capacity for programs and create a more welcoming atmosphere. The larger meeting spaces will allow community engagement through events such as job fairs for local restaurants and mall merchants, hackathons, college open houses, and robotics events with local school partners. The expanded and accessible entrances, ADA compliant parking, and new lobby area, meanwhile, will accommodate the many and varied patrons who drive to the library.

NOTE: Since last year, Allegany County has reduced the size of the Lavale Library Renovation and Expansion project from 24,000 SF to 20,000 SF due to higher than expected costs. Due to the reduction in scope, the estimated project cost has decreased from \$5.2 million to \$4.5 million.

Attachment(s): 0

Quantitative data is used to justify project

discusses scope

Note: Each project listed in the Part II project list requires a Part IVA - Project Detail; however, this sample worksheet only includes one Part IVA to serve as an example.